

YE Document for Period-End Estimates for Revenue

Introduction

Period-end estimates for revenue are recognized and recorded at the end of each accounting period for revenue incurred during the period, and not yet reflected in the accounting data. Estimates for revenue are recorded at the end of each month and fiscal year, with an automatic reversal of the estimate in the following month.

Data entry

For manually entered estimates, an FFIS Standard Voucher document is used to record the entry. Month-end estimates and year-end estimates are recorded with a YE document (clone of an SV).

Who will enter the YE documents?



GIPSA field offices will continue to process their estimates as they do now. WFSB will enter all period-end estimates.

Create YE Document for Period-End Estimates for Revenue

*YE header
screen*

To record a period-end estimate for revenue, you must create an YE document. Below is an example of an YE document header screen, with required fields numbered.

COMMND:	DOCID: 1	06/27/00 17:24:00
STATUS:	BATID:	SEC2:
H-		
STANDARD VOUCHER DOCUMENT		
SV DATE:	ACCOUNTING PERIOD: 2	
ACTION:	EXPENSE(E), REVENUE(R), GL(G), BUDGET(B): 3	
BUDGET FYS:	FUND:	
REVERSAL PERIOD: 4		
COMMENT:	BUDGET OVERRIDE IND:	
REF TRANS ID :		
DOCUMENT TOTAL : 5		
DESCRIPTION:		

Create YE Document for Period-End Estimates for Revenue, *continued*

YE header
screen
required
fields

The table below shows required fields for the YE document header screen for period-end estimates for revenue:

#	Field	Data	
1	DOCID	Trans Code	YE for period-end estimate
		SEC1 Code	See <i>Appendix I: GIPSA's Accounts Receivable SEC1 Codes</i>
		Document #	See <i>Appendix H: GIPSA's Accounts Receivable Document Numbering Scheme</i>
2	ACCOUNTING PERIOD	Accounting Period (fiscal month MM, fiscal year YY)	
3	EXPENSE (E), REVENUE I, GL (G), BUDGET (B)	R (for revenue)	
4	REVERSAL PERIOD	Accounting period in which the reversal should take place (MM YY)	
5	DOCUMENT TOTAL	Estimate amount	

Create YE Document for Period-End Estimates for Revenue, *continued*

Enter YE
document
header
screen

To enter an YE document header screen for estimates, follow the steps below:

Step	Action	
1	<u>FROM A TABLE:</u> Type L in ACTION of a table. In TABLEID type YE. Press the spacebar twice to clear remaining data. Press Enter. Tab twice to the field following the YE, and type the SEC1 code (See <i>Appendix I: GIPSA's Accounts Receivable SEC1 Codes</i>).	<u>FROM WITHIN A DOCUMENT:</u> Type NEW in COMMND of a document. Tab to DOCID, and type YE. Tab to the next field, and type in the SEC1 code (See <i>Appendix I: GIPSA's Accounts Receivable SEC1 Codes</i>).
2	Tab to the next field, and use the document numbering scheme to generate the document number. (See <i>Appendix H: GIPSA's Accounts Receivable Document Numbering Scheme</i> .)	
3	Press Enter.	
4	Tab to ACCOUNTING PERIOD, and type in the accounting period (fiscal month MM, fiscal year YY).	
5	Tab to EXPENSE (E), REVENUE R, GL (G), BUDGET (B), and type R.	
6	Tab to REVERSAL PERIOD, and type the accounting period (MM YY) in which the reversal should take place.	
7	Tab to DOCUMENT TOTAL, and type the period-end estimate amount.	
8	Press Enter, and the YE line screen appears.	
9	Fill in the line screen fields. (Steps detailed in next segment of this section.)	

Create YE Document for Period-End Estimates for Revenue, *continued*

YE line
screen

Below is an example of an YE document line screen, with required fields
numbered:

```
COMMND:          DOCID:          06/27/00 17:24:42
STATUS:          BATID:          SEC2:          001-001 OF 002
01-
      LINE NUMBER: 1          TRANS TYPE: 2          EXP/REV/GL/BUD:
      BUDGET FYS:          FUND:          DIVISION:
      BUDGET ORG/SUB:          COST ORG/SUB:          PGM: 3
      BOC/REV SOURCE: 4          SUB BOC/SUB SRCE:          JOB:          RPTG:
      CLOSED BFYS:          CLOSED FUND:
      VENDOR: 5          A NAME:          QUANT:
      SCHD FISC YR:          SCHD CAT:          SCHD TYP:          SCHD NO:
      D.O.:          GUEST SYMBOL:
      REF TRAN ID:          DOC TYP:          AGREE #:          ADV:
      INVOICE NO:          INVOICE DATE:          INVOICE LINE:
      AMOUNT: 6          INC/DEC IND:          ACC DATE:          OBL FY:
      DESCRIPTION: 7          TREAS NO:
```

YE line
screen's
required
fields

The table below shows required fields for the YE document line screen for
period-end estimates for revenue:

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999
2	TRANS TYPE	FS
3	PGM	Management code (accounting code)
4	BOC/REV SOURCE	0100
5	VENDOR	Vendor code (applicant number) from the VEND table
6	AMOUNT	Line amount
7	DESCRIPTION	Description to identify the estimate

Create YE Document for Period-End Estimates for Revenue, *continued*

Enter YE
document
line
screen

To enter an YE document line screen for estimates, follow the steps below:

Step	Action
1	Type a different 3-digit number for each line from 001 to 999 in LINE NUMBER.
2	In the TRANS TYPE field type FS.
3	Tab to PGM, and type in the management code from PGMT.
4	Tab to BOC/REV SOURCE, and type 0100.
5	Tab to VENDOR, and type the vendor code (applicant number). Note: A miscellaneous vendor code may be used if applicable. Type: <ul style="list-style-type: none">• MISCFED for government vendors• MISCNONFED for commercial vendors
6	Tab to AMOUNT, and type in the period-end estimate amount.
7	Tab to DESCRIPTION, and type in an appropriate description based on office requirements.
8	Press Enter. A new YE line screen appears. Repeat Steps 1 through 8, as necessary.
To create an additional line by copying an existing line...	
9	Locate the line that you want to copy.
10	Press Home key.
11	Type NLC in COMMND.
12	Place your cursor anywhere in the line that you want to copy.
13	Press Enter. FFIS copies the entire line and places it after the line where your cursor is located.
14	Modify the appropriate fields in the new line as needed.
To check for errors and process...	
15	Press Home key, and type E in COMMND.
16	Press Enter to edit the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is PEND1.

Create YE Document for Period-End Estimates for Revenue, *continued*

Step	Action
17	If there are no error messages at the bottom of the screen, close the document, and have a person with approval authority open the document, review it, type A in COMMND, and press Enter to approve the document.
18	The person who approves the document will be able to type R in COMMND and press Enter to run the document. If there are error messages at the bottom of the screen, document status is REJCT, if no errors the status is ACCPT.
